



## COMMUNITY AND CONFERENCE CENTER RENTALS FREQUENTLY ASKED QUESTIONS

### ***Fees:***

*1. Does my deposit count towards my rental fees?*

No, as the deposit is the City's security to hold the date and that the centers are left in good condition. Any damages to the building or grounds will be deducted from this deposit. If there are no damages, then the deposit is refunded by check within 30 days after the event takes place.

*2. How will I know if my deposit has been forfeited?*

City Staff will notify you if the deposit is being forfeited and in what amount, during the week after your event has been held. The centers are inspected for damage before and after each event.

*3. Is the cleaning fee mandatory?*

Yes, and the fee may not be waived. City Staff are responsible for cleaning the centers after each event and this fee pays their salary. Renters are not allowed to clean the center themselves in lieu of this payment. Cleaning includes removal of all trash and decorations, cleaning tables and chairs, kitchen, restrooms, floors, and walls. City Staff will breakdown the event by putting away all tables and chairs, and restocking the restrooms.

*4. When do my fees have to be paid in full?*

All fees for the event must be paid in full no later than 60 days prior to the date of the event.

*5. What methods does the City have for payment of the fees?*

Fees may be paid by cash, cashier's check, personal or business check, money order, or credit/debit card (Visa or Mastercard). A fee of \$25.00 is charged for checks that are returned for insufficient funds.

If the fees are not paid at least 60 days in advance of your event, the City reserves the right to cancel your event or allow final payment by cash only – personal checks will not be accepted.



### ***Holds/Reservations:***

- 1. What fees are required to hold a date?*

Renters must pay the security deposit to hold the preferred date. Deposits may be paid on the City's website or at City Hall. If the date you wish to reserve is within 60 days of the event, the entire rental fee plus the deposit must be paid in full.

- 2. May I place a hold on my event date without a deposit?*

No, all rentals are on a first come-first served basis and only payment of a deposit will hold a date.

### ***Security:***

- 1. How many security guards do I need for my event?*

For college graduation parties, Quinceaneras, Sweet 15's, and Sweet 16 parties, renters are required to pay for two security guards. One security guard is required for other events, such as wedding, baby showers, or high school graduation parties hosted by parents.

- 2. Who contract security for events?*

The City contracts with a security company that provides this service for all events. Renters are not allowed to contract with other security guard service providers.

### ***Access to Centers:***

- 1. Will I be given keys to the center?*

No – the security guard will open and close the center for your event preparation and at the event.

- 2. What are the hours of use of the centers?*

Renters are allowed access to the centers at 8:00 am and events may last until midnight, but no later. The maximum number of hours the center may be rented for an event is ten (10) hours, which includes event setup. A security guard will lock the center at exactly midnight.



3. *Am I required to use all 10 hours?*

No – 10 hours is the maximum. The renter may set any number of hours below the maximum.

4. *Does the setup time count towards the total hours allowed for the event?*

Yes, setup/decoration time is also being charged and counts towards the maximum 10 hours allowed. Most renters spend approximately two to three hours in the morning setting up and decorating for their event and then return later in the day or evening for the actual event.

5. *Do I need a security guard for the setup?*

Yes, security guards are required at any time a renter is occupying the building, as the guards have the keys. They will open/close for the setup and for the actual event.

**Setup/Decorating:**

1. *Are we responsible for the setup of tables and chairs or does the City do that?*

The renter is responsible for the setup of tables, chairs, and for decorating. The City provides the tables and chairs. The renters provide their own food, drinks, decorations, and any musical equipment. The City will provide the breakdown and clean up after the event, but the City is not responsible for any lost or stolen equipment or belongings, so please be sure to remove any personal belongings, musical equipment, or decorations you wish to save at the end of the event. Any items left in the building, including decorations will be thrown away. Any personal items of value, such as cell phones, cameras, or coats/clothing, left in the building after the event will be taken to the Police Department's lost and found. They can be reached at (210) 681-1232.

**Alcohol/Food:**

1. *Is alcohol allowed at events?*

Yes – you may provide beer, wine, and mixed beverages, including margarita machines.



2. *Am I allowed to sell alcohol at my event?*

Alcohol may be sold at events, as long as the seller possesses a valid TABC license and a current Texas Sales and Use Tax Permit.

3. *Does the City provide catering or bartending services?*

No – you must contract privately with a catering or bartending service company. The City does not provide a list of approved caterers, so you are free to choose whatever service provider you prefer. The Leon Valley Café is located across from the Conference Center at 6417 Evers Road and they do provide private catering services. They may be reached at (210) 520-0706.

4. *Are we allowed to sell food at our event?*

Yes, as long as the seller possesses a valid Leon Valley Food License. Leon Valley Food Licenses may be purchased at Leon Valley City Hall in the Planning and Zoning Department. They may be reached at (210) 684-1391 x 226. City Hall is located at 6400 El Verde Road, Leon Valley, Tx, 78238.